



Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)


1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901 100294
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☒ b. New Position New position/New Incumbent _____
- ☐ c. Other (explain _____)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC	Heating, Ventilation and Air Conditioning (HVAC) Mechanic 1210			01/13/2017
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) HVAC Technician	7. Name of Employee Vacant
8. Office / Section	a. First Subdivision:
b. Second	b. Third Subdivision:
9. This is a complete and accurate description of the duties and responsibilities of my position Printed Name of Employee Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position Printed Name of Supervisor Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head
(yyyy)

Date (mm-dd-
yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Teena M. Ege- R/HRO

Printed Name of Admin or Human Resources Officer

Teena M. Ege

01/13/2017

Signature of Admin or Human Resources Officer
(yyyy)

Date (mm-dd-
yyyy)

13. Basic Function of Position

The Heating/Ventilation & Air Conditioner (HVAC) Technician performs maintenance and/or repairs to the residential central air conditioning, split units, and house-hold appliances. Locates the source of the problem, makes necessary repairs, and performs scheduled preventive maintenance on those units. Provides diagnostic assistance and repair guidance at leased properties on HVAC units.

14. Major Duties and Responsibilities

100 % OF TIME

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

One year of progressive, professional experience in the air conditioning and refrigeration field.

c. Post Entry Training

On-the-job training. PS800 – Cyber Security Awareness, PA-453 – Ethics Orientation for New LE Staff; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training, 8 hours Smith's System Defensive Driving Course. (Recommended on-line course for all locally employed staff - PA-496 LE Staff Performance Management Evaluation.). General in-house training on U.S. Government owned property and Safety awareness seminars, on-line air conditioning, refrigeration, electrical and industrial safety courses (SHEM and ASHRAE).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread).

Level III (good working knowledge) speaking/reading/writing English is required.

e. Job Knowledge

Must have knowledge of applicable codes and guidelines.

f. Skills and Abilities

Must be able to deal effectively with short deadline, after-hours calls, and customer demands. Must be familiar with HVAC codes and guidelines, and be conscious of safety guidelines. Must have a Belize Refrigeration and Air Conditioning Technician's license. Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out. Belize driver's license is required. Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for official vehicle driving privileges. Incumbent must be able to solder/weld copper piping. Basic computer skills (MS Word, Excel, and Outlook) is required.

**16. Position elements****a. Supervision Received**

The position is directly supervised by the Residential Maintenance Supervisor. May also receive instructions from the FSN and FS Facility Manager

b. Supervision Exercised

N/A

c. Available Guidelines

Guidelines are provided by established trade practices, agency/equipment technical manuals, manufacturer's instructions, catalogs and the internet.

d. Exercise of Judgment

Incumbent must exercise exceptionally good judgment in the conduct of his/her duties and when fine tuning equipment.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Contacts within the Embassy include peers within the FAC team, the supervisor, the Facility Manager, Management colleagues, Foreign Service Officer customers, Agency Customers, ORE staff, and Local Guard Force members. Outside contacts would include with local vendors (for availability of supplies and quotations), City council, landlords.

g. Time Expected to Reach Full Performance Level

Six months

DS-298 (Formerly OF-298)

04-2008

14. MAJOR DUTIES AND RESPONSIBILITIES**Repair and Maintenance of HVAC Systems**

85% OF TIME

Operates, inspects, maintains and troubleshoots HVAC systems such as condensers, compressors, fans, motors, and refrigerant lines. Assists with the diagnosis of HVAC systems at leased properties, and provides escort and guidance during the repair of those systems by landlord contractors. Ensures that repairs are done in a safe manner, in accordance with Safety, Occupational Health, and Environmental Management (SHEM) guidelines and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) principles, at both government-owned and leased properties. Uses hand tools, soldering tools, and copper tubing flaring kits to repair, maintain, troubleshoot, service and maintains refrigeration and air-conditioning equipment including window and split-type units, freezers, refrigerators, and water coolers. Disassembles equipment and adjusts, repairs, or replaces defective parts or components to correct malfunctioning motors, compressors, cooling units, condensers, valves, relays, and controls.

Uses test equipment including digital and analog multi-meters, ammeters, mega-meters, charging and testing manifolds, digital and analog thermometers, leak detectors and psychrometers to perform diagnostic tests in order to determine extent of repairs. Incumbent is responsible for maintaining the refrigerant recovery system including tanks, gauges, and hoses. Removes and installs window, split-type, and central air conditioners to include recovering refrigerant with refrigerant recovery system, as it is illegal to release to the atmosphere. Services newly installed equipment by soldering, brazing or welding refrigerant lines. Uses vacuum pump, charging and testing manifold and leak detector to replace or add refrigerant. Performs regularly scheduled preventive maintenance check. Completes required maintenance and makes recommendation for repairs, replacement or disposal of equipment under area of responsibility.

15 % OF TIME

Incumbent is a designated money holder in accordance with 4 FAH-3 H-394.4. Incumbent is personally responsible to the Cashier for any funds received in advance, in accordance with the written designation on file. Incumbent purchases packing supply locally when required, using petty cash.

Assists chancery HVAC technicians in the maintenance of chillers, air handling units, and VAV boxes. Provides hands on support to FAC team during large projects, events, or failures. Keeps supervisor informed of stock levels and reports when new materials need to be purchased. Communicates with local vendors to determine availability of needed materials, and provides quotations to supervisor for the purchase of equipment or materials. Makes recommendations to improve system performance and efficiency.

Serves as an incidental driver as needed.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.